Process Name: Classification/Compensation	**Process Identifier:** CC
Sub-Process Name: Comp Plan Maintenance	**Sub-Process Identifier**: CC-3

Sub-Process Purpose and Objectives: To change or modify salary grade information.

Sub-Process Description: The State uses SEIS and manual processes to maintain salary grade maintenance.

Salary Grade Change (Process CC-3-1):

An agency recognizes the need to make a change to a salary grade. A notification is sent to Classification and Compensation (Class/Comp). Class/Comp assigns the request to an analyst to perform various analysis and research, and to make a recommendation regarding approval of the change. If the change is not approved, a notification is sent to the agency. If the Change is approved, then a determination is made to see if other agencies are affected. Those affected agencies have to obtain budget approval and a notification is sent to the agency. If the budget office approves the request (s), the request is returned to Class/Comp to process the request in SEIS, if not, it is returned to Class/Comp for further analysis.

Class Comp Appropriation (Process CC-3-2):

The Tennessee State Legislature will appropriate funds to address Class/Comp issues for the state. The legislation is forwarded to Class/Comp, which forwards an input request to the affected agencies. The agency completes the request and returns it to Class/Comp. The issues and recommendations are researched and analyzed, using cost projections received from SEIS and funding mix data received from F&A budget. The recommendations are presented to a committee consisting of legislative members, the F&A commissioner, and constitutional officers. The committee may return the recommendation for further analysis, or approve the recommendation to Class/Comp for processing. Class/Comp then notifies the agencies of the change and updates the comp plan in SEIS.

Salary Structure Maintenance (Process CC-3-3):

The Tennessee State Legislature will appropriate funds for salary increases. If the appropriation includes adjustment to the salary ranges, Class/Comp processes the change by updating SEIS and a change notification is sent to the agency.

Process Name: Classification/Compensation	**Process Identifier: CC**
Sub-Process Name: Comp Plan Maintenance	**Sub-Process Identifier**: CC-3

Sub-Process Trigger(s):	Key Sub-Process Participants:
- Appropriation (Legislation) - Request from Agency `	- Agency - Classification and Compensation - Budget

Inputs:

Input	Format	Volume/Time	Suppliers
Request Document	Manual	2-3 per month	
Legislative Bill	Manual	Up To 1800 per appropriation	Legislature
Agency Request Document			

Outputs:

Output	Format	Volume/Time	Recipients
Notification to Agency			
Update SEIS	Manual		

Performance Measures Tracked:

Measure	Approx. Value	Target Value
None		

Laws, Regulations, and Policies That Govern Sub-Process:
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A 8-30-214

Current Sub-Process Issues/Problems: No automated job analysis.

Improvement Opportunities:

Process Name: Classification/Compensation	Process Identifier: CC
Sub-Process Name: Comp Plan Maintenance	Sub-Process Identifier: CC-3

Opportunity	Organizational Impacts
Merge cells to link one Opportunity to multiple impacts)	*(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*

Applications that Support the Sub-process

Application Name(s)	Technology Description
(Internal name and vendor's name)	*(Programming vendor, language, platform, database, etc.)*

Process:	Classification/Compensation		File:	CMP-1.vsd
Sub-Process:	CC 3-1 Salary Grade Change		**Date:**	10/2/02
Prepared By:	Salvaggio, Teal and Associates		**Page:**	1/1

Salvaggio, Teal & Associates
Information Systems Consulting for the Public Sector

Process: Classification/Compensation	**File:** CMP-1.vsd
Sub-Process: CC-3-2 Class/Comp Appropriation	**Date:** 10/2/02
Prepared By: Salvaggio, Teal and Associates	**Page:** 1/1

Committee

No — Approve? — Yes

Class/Comp

Legislation → Appropriation Bill → Request Input From Agencies | Completed Request → Analysis → Recommendation | Process Recommendation

Agency

Input Request → Completed Input Request

Notification of Change

Budget

Funding Mix

SEIS

Cost Projections | Update Comp Plan

Process: Classification/Compensation
Sub-Process: CC 3-3 Salary Structure Maintenance
Prepared By: Salvaggio, Teal and Associates